

TOWN OF EAST WINDSOR
USE OF TOWN EQUIPMENT POLICY

In an effort to promote an efficient and productive work environment, the Town of East Windsor may supply its employees with various types of equipment owned by the Town. This equipment may include, but is not limited to, vehicles, computers, phones, mobile and other communication devices, desks, file cabinets, electronic mail and voicemail. It is important for employees to remember that these items are Town property and are being furnished to employees for job-related purposes. As a result, employees are expected to use these items in the course of their work, and should not use items for personal communication or to store personal or confidential objects.

Employees should also remember that the Town reserves the right to inspect, with just cause, all of its property, including offices, lockers, desks and file cabinets. Employees will be provided either a drawer or locker for personal items. In addition, the Town has the right to, and may, without prior notice, access and review all computer related communications, including electronic mail, voice mail, computer files, and information stored on discs, as well as any faxes or mail sent to employees at the Town's address. Employees shall have no expectation of privacy relating to any Town property. The Town may engage in monitoring of employee workplace activities and communications by any lawful means.

Smoking is not allowed in Town vehicles or equipment and employees are expected to keep Town vehicles and equipment clean and replace fuel as needed. Under no circumstances should employees use mobile phones/smart phones while driving motor vehicles on Town business.

The Town discourages employees from receiving and making telephone calls of a personal nature during work time. Such calls should be made during break or lunch time, except in emergency situations, including family emergency situations. An "emergency" is a serious situation or occurrence that happens unexpectedly and demands immediate action. Use of Town phones for local personal phone calls should be kept to a maximum of two or three minutes. Employees may not use Town phones to make personal long distance telephone calls.

Should an employee misuse any Town services or equipment, including but not limited to, telephones, computers, vehicles, or supplies, it may result in disciplinary action.

EFFECTIVE JULY 1, 2014